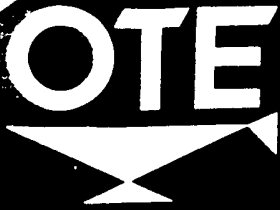


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# NOTES TO TRAINING OFFICERS

## OFFICE OF TRAINING AND EDUCATION

21 October 1985

1. CANCELLED COURSES

Host-Based Word Processing

23-25 Oct 1985

2. RESCHEDULED COURSES

OLD DATES

NEW DATES

Professional Briefing  
Workshop

19-21 Nov 1985

16-18 Dec 1985

3. ADDITIONAL COURSES

2-6 Dec 1985

4. GREGG SHORTHAND REFRESHER COURSE

The Gregg Shorthand Refresher Course will be held in Room 1D35 Headquarters. The course will meet Tuesday and Thursday mornings from 10:00 - 12:00 for a total of 40 hours beginning 5 December 1985 and ending 13 February 1986. Form 73 (Request for Internal Training) must be submitted to Central Registrations, 822 Chamber of Commerce Building by 13 November 1985. Confirmed applicants will be administered a pre-test on either 18 or 22 November at 10:00 a.m. in Room 236 Chamber of Commerce Building.

(OVER.)

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